

NASPA Region IV West Board Meeting
The Marriott Country Club Plaza
Kansas City, MO
Seville II
November 9 & 10, 2005

Special Guests: Gwen Dungy, NASPA Executive Director, & Kurt Keppler, NASPA National President. Welcome to Region 4-West.

Those attending: Anderson, Arnett, Aschenbrenner, Bagunu, Bartow, Biller, Caires, Donovan, Erwin, Fladstad, Flaherty, Fortney, Gonzalez, Griffin Overocker, Grospitch, Harper, Hayes, Helton, Hermelbracht, Kaberline, Lamb, Leslie-Toogood, Linder, Lovell, Lucas, Mackey, Mahon, Mathew, Molock, Murdock, Norton, Nunez, Overocker, Partridge, Pope, Reichert, Rossi, Schneikart-Luebbe, Secuban, Sperling, Stoner, Strom, Sullivan, Thomas-Butler, Waite

Board Member Action Items

1. **Christine Schneikart-Luebbe & Ruth Stoner** will develop a proposal for consistent regional recognition for 4-West Pillar honorees. The proposal will be presented to the Board at the meeting in Washington, DC. Item 11-F, page 3
2. **Advisory Board to do:** Check schedules for availability to attend the Summer Planning meeting on June 1st & 2nd. Location: Denver. (Point of information: the 2006 Conference Planning Committee will meet June 2nd and 3rd.) Item 23-B, page 5.
3. **Board Member Membership Challenge:** Increase membership by 6% by 06. The goal for Region 4-W is 1133 by Washington D.C. Current membership is 1077. MEMBERSHIP IS EVERYONE'S JOB. Item 3, page 2

Board Decisions/Recommendations/Motions

1. The proposal presented last spring to **merge the Assistant Corporate Sponsor Board position with the Vendor Liaison position** on the conference planning committee was re-visited for approval by the Board. The motion was made and seconded to put in place this spring as Alex moves into the Corporate Sponsor Liaison position and a new Assistant is appointed. Approved. Item 9-A, page 3
2. By consensus, The Board decided to continue publishing the **newsletter** by hardcopy and electronic posting on the website. Item 12-F, page 4
3. A motion was made and approved to purchase a digital **camera** for the newsletter editor, amount not to exceed \$400. Item 23A-page 5
4. **Awards for case study** – Myron Pope requested Board approval for expense of \$350 for 1st, 2nd and 3rd place recognition. Seconded & approved. Item 23-C, page 5
5. Topic – **Voting privileges for graduate students.** A straw vote of the Advisory Board indicated support for graduate students having voting privileges (and voting privileges should not be connected to full membership fees). Item 4, page 2
6. **Board consensus and recommendation** to Christine, as the regional **awards** chair: IV-West will continue with the regional Innovative Program awards as currently defined by Region 4-West. Regional members will be encouraged to nominate institutional programs directly to the national Program of Excellence program. Item 11- D&E, page 3
7. **Proposal** – to **raise registration fee for the 2006 Regional Conference** from \$150 to \$160 (due to the expense of the conference food options) – not approved. Following discussion, it was approved by the board to leave the registration rate at \$150 and reduce the expected profit for the conference from \$5,000 to \$2,500. Item 15-G, page 4
8. After a Board discussion on the **registration fee for the 2006 MLI** at Breckenridge, the proposal to raise the registration fee was not approved. Instead, the Board approved a \$3000 supplement to the MLI budget as seed money in order to add an additional meal and to keep the registration fee at \$475 for members and \$575 for non-members. The financial goal will be to “break even” and there is no expectation to return the seed money. Item 16-B, page 4
9. **Recommendation:** The **2008 Regional Conference** will go to Denver. Item 20-C, page 5

Future Board Agenda Items

1. **Concern from the Board** – how does a member get connected to a Knowledge Community? The annual renewal of membership asks about areas of interest for KC's. Because of concern for transfer of lists of e-mail addresses, the national office does not transfer the information on to the Regional KC chairs. Why do they ask for the information, if they do not use it? How do regional chairs get lists of interested members? **Prakash will pursue this topic with the National office.** Item 2-C&D, page 2
2. Prakash requested that Christine & Ruth develop a proposal for consistent regional recognition for 4-West Pillar honorees. The proposal will be presented to the Board at the meeting in Washington, DC. Item 11-F, page 3
3. **Recognition of retirees** – resolutions are presented annually at the national business meeting. What are we doing at the regional level to recognize these individuals? Should the region be doing something on a routine basis to dovetail the national process? Item 22-D, page 5

Wednesday, November 9, 2005
Agenda & Minutes

1:00- 1:15 Welcome & Introductions

1:15- 1:35 Team Building & Sharing priorities

1:35- 5:00

1. 2005 Regional Conference update - Cheryl Anderson. As of Wednesday:
 - A. Pre-registration = 421 registrations. Final count = 460 total participants = 388 conference registrations + 50 undergraduate career fair registrations (Saturday) + 22 extra meal tickets. Walk-ons were given a 50% registration fee reduction which permitted them to attend all sessions; but, not the meal options.
 - B. 138 students = 84 graduate students + 54 undergraduates!!! WELCOME!
 - C. 62 pre-conference registrations
 - D. The conference gift for all who register will be a CD to include program handouts, key note speaker presentations and list of conference attendees. This will be mailed following the conference.
 - E. The fun run will be Friday morning, with t-shirts from Treanor Architects, headquarters in Lawrence, KS.
2. Knowledge Communities update - Chris Linder
 - A. All KC chair positions are full. The KC Chairs will host round table discussions Friday afternoon and “Dinner on the Town” Friday evening. The round tables will encourage “how to get involved in NASPA.”
 - B. NASPA National sponsored a meeting in Chicago for all regional KC chairs. This was a training session as well as discussion on strengthening the role of the KC’s.
 - C. How do regional chairs get lists of interested members? **Future Agenda Item.**
 - D. **Concern from the Board** – how does a member get connected to a Knowledge Community? The annual renewal of membership asked about areas of interest for KC’s. Because of concern for transfer of lists of e-mail addresses, the national office does not transfer the information on to the Regional KC chairs. Why do they ask for the information, if they do not use it? Prakash will pursue with the National office.
3. Membership update - Pat Mahon
 - A. Professional membership is down 19 in the Region.
 - B. Increase 6% by 06.
 - C. See handout.
 - D. Goal for Region 4-W is 1133 by Washington DC.
 - E. 2/3 of NPI at the Regional Conferences are NASPA members.
 - F. 40+ at NPI
 - G. Membership is everyone’s job.
4. Graduate Student voting in national elections - Prakash/Kurt Keppler. Graduate students voting (for election of NASPA President and Regional Vice President) – revisited. Currently graduate students do not have the same voting privileges like “all” members. This topic was a regional agenda item from the summer planning meeting, and Prakash took it to the National Board for discussion. In order for this to happen, the by-laws would need to be amended which would take a 2/3rds vote of the voting delegates at a business meeting. Concerns from the National Board: 1) block voting of graduate students from “large” institutions (which would override the participation of small colleges); and 2) graduate students do not pay full membership fees (therefore, they should not have full membership opportunities.) A straw vote of the Board indicated support for graduate students having voting privileges (and voting privileges should not be connected to full membership fees.) This topic will be discussed at the next national board meeting. Prakash will support the preference of the Advisory Board at the national meeting. Note of information: Per membership application form, full time staff members are NOT eligible for student membership.
5. NASPA updates - Gwen/Kurt/Prakash
 - A. Washington DC national conference:
 - there will be no charge for pre-conference workshops.
 - The cost of hotel rooms at the Washington D.C. conference is directly related to the size of our conference. There are very few cities where we are able to hold the NASPA National Conference due to the significant requirements for hotel rooms and meeting space. Expect that the cost of hotel rooms will remain high for future national conferences and a limited number of cities where it can be hosted.
 - B. Agenda issues from the summer national board meeting:

- Financial & staffing issues.
 - A small college representative has been added to the National Board.
 - Merger talks with ACPA continue to surface as a topic of discussion. The 2007 national conference will be a joint NASPA/ACPA conference in Orlando, Florida.
 - National NASPA voted to provide financial support to each Region for the administrative needs of the Regional VP; the national board approved \$5000/per region/per year in addition to the annual allocation.
 - In addition, the annual allocation to the regional budget will be increased: it will be \$12 per institution + \$3 per member. It was previously \$10 per institution + \$2 per member.
6. Transfer Student Success task force – Prakash. Topic not discussed.
7. Under-represented Colleges & Universities update- Chris Linder
- A. 39 under-represented colleges and universities were contacted.
 - B. Each was followed up by a phone call from the state coordinator.
 - C. 3 under-represented institutions are at the conference – each had a NASPA Region 4-W host.
8. Corporate Sponsors – Rich Rossi
- A. 11 sponsors have participated 4 or more years.
 - B. 6 have participated one or two years.
 - C. \$13,000 total vendor donations to the conference.
 - D. Request to Board members - Visit the vendors; thank them for participating.
 - E. Sodexo has sponsored the pre-conference at some Regions, i.e., Sodexo NPI. Does naming an event solicit “more” money? Do not want regional events, such as NPI & MLI, to take away vendor support for the regional conference.
 - F. Per Rich, the vendors want contact with SSAO’s.
9. Corporate Liaison assistant/Conference Vendor Liaison position. In March, Alex Gonzales will be the Corporate Sponsor Liaison, following Rich Rossi. He has served as the Assistant Corporate Sponsor Liaison this year. **Board Decision:** The proposal presented last spring to merge the Assistant Corporate Sponsor Board position with the Vendor Liaison position on the conference planning committee was re-visited for approval by the Board. The motion was made and seconded to put in place this spring as Alex moves into the Corporate Sponsor Liaison position and a new Assistant is appointed. Approved.
10. Budget updates – Kim Reichert
- A. The budget report was distributed and is attached to the minutes.
 - B. A CD will come due following conference; it will be reinvested for another year. To date, the CD has earned approximately \$180 interest.
 - C. New item on the budget: Regional conference registration support is entered as actual item on budget – instead of in-kind.
11. Awards - Christine Schneikart-Luebbe
- A. Increase in number of nominations this year.
 - B. Support staff award – new this year.
 - C. All appropriate awards have been forwarded to the National office for the respective National awards. Deadline was November 1.
 - D. The national Program of Excellence award program recognizing excellence and innovation in Student Affairs programs and initiatives was discussed. **Board consensus and recommendation** to Christine, as the regional awards chair, was to continue the regional Innovative Program awards as currently defined by Region 4-West.
 - E. Regional members will be encouraged to nominate institutional programs directly to the national Program of Excellence program.
 - F. A Region 4-West Pillar of the Profession will be announced at the Thursday dessert event. (Ron Kopita). The question/inquiry for consistent recognition of Region 4-West Pillars was initiated. In the past, some (but not all) institutions have requested to the RVP and the conference planning committee for an avenue of recognition at the regional conference. The Pillar of the Profession is a national recognition program managed by the national NASPA Foundation Board. Prakash asked Christine, as the Awards chair, and Ruth, as Regional Historian, to develop a proposal for consistent regional recognition of 4-West Pillar honorees. The proposal will be presented to the Board at the meeting in Washington, DC.
12. Newsletter - Paper hard copy vs. Electronic - LeeAnna Lamb
- A. Total budget for the newsletter is \$7500 per year.

- B. Newsletter is on the web archives.
- C. How can we get input from the membership regarding their preferences of hard copy vs. electronic? Action plan – can the membership indicate a preference and mailing labels be sorted for those who prefer a hard copy. No. Address labels are only as accurate as membership allows. Also, this would be a very intensive management process for the newsletter editor.
- D. A motion was made to move to an e-mail only newsletter; no paper copy. Points of discussion: Hard copy allows for advertisement of regional conferences & institutes; it serves as a mechanism for members to submit articles for publication. Defeated.
- E. 2nd motion: Reduce number of hard copies – 2 (of the 4 issues) would be hard copy issues sent to the membership; all 4 issues would be available electronically on the web. Defeated.
- F. By consensus, LeeAnna will continue to distribute 4 issues of the newsletter via U. S. mail annually and an electronic edition will be put on the web site as well.

13. Recognition - Addressed in other items of the agenda. See Item 11-F, page 3 & Item 23-D, page 5.

14. Board details & Announcements- Deanne

- 6:00 Social – outside the Main Street Grill
- 6:30 Leadership Dinner – Main Street Grill

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Region IV West Board Meeting

Thursday, November 10

Executive Boardroom

8:00 – 8:50 Breakfast

8:50 - 11:00 Items for Board Review

15. 2006 Regional Conference update - Pat Helton & Anne Flaherty

- A. November 2 – 4, 2006
- B. Hotel = \$86/night.
- C. There will be a shuttle from the Denver airport to Breckenridge.
- D. Conference Theme: Hidden Treasures – Uncovering Potential
- E. Need registration/treasurer for the conference planning committee.
- F. Budgeting for 180 people.
- G. Proposal – to raise registration rate from \$150 to \$160 (due to the expense of the conference food options). Not approved. However, following a discussion by the Board, it was decided to leave the registration rate at \$150 and reduce the expected profit for the conference from \$5,000 to \$2,500. Approved.

16. 2006 MLI Update – Renee Arnett & Eric Grospitch

- A. “uncover your potential” – theme
- B. Distributed the budget. After a Board discussion on the proposal to increase the registration fee, the Board approved a \$3000 supplement to the MLI budget as seed money in order to add an additional meal and to keep the registration fee to \$475 for members and \$575 for non-members. The financial goal will be to “break even” and there is no expectation to return the seed money.
- C. Enrollment goal = 28 participants.

17. Career Fair- Adrienne Leslie-Toogood

- A. 54 undergraduate students are registered + walk-ins are expected.
- B. Scheduled for Saturday morning – 8 to 10:15, prior to brunch and closing speaker.

18. NPI Institute update- Jessie Fortney

- A. 38 participants
- B. Every state was represented.
- C. One under- represented scholarship was awarded
- D. 33% diversity.

- E. Evaluations are positive.

19. Planning Calendar - Deanne Sperling. Distributed Wednesday. Cheryl will update for the next term.

20. Future Conference Sites - Dennis Day & SueAnn Strom

- A. 2007: Nov. 6 - 11; Double Tree Hotel, Little Rock Arkansas
- B. As Past RVP, Prakash will chair the site committee for future conferences.
- C. 2008 – recommendation to go to Denver.

21. Pillar of the Profession regional recognition - Prakash

- A. Discussed on Wednesday. See Item 11-F, page 3

22. Board vacancies - Prakash & Cheryl Lovell. An updated roster was distributed with terms ending March 06 indicated.

23. Other Items:

- A. A motion was made and approved to purchase a digital camera for the newsletter editor, amount not to exceed \$400.
- B. Summer Planning meeting. Cheryl Lovell, RVP-elect will organize. **Advisory Board to do:** Check schedules for availability on June 1st & 2nd. Location: Denver. Consensus is yes! The Conference Planning Committee will meet June 2nd & 3rd.
- C. Awards for case study – Myron Pope requested Board approval for expense of \$350 for 1st, 2nd and 3rd place recognition. Motion made, seconded & approved. The case study competition was opened to include new professionals in addition to the advertised graduate students.
- D. **Future Agenda Item:** Recognition of retirees – resolutions are presented annually at the national business meeting. What are we doing at the regional level to recognize these individuals? Should the region be doing something on a routine basis to dovetail the national process? A resolution was presented at the Business meeting to recognize the individuals in the region who have left the profession in 2005 (i.e., retire, death or moving on to different career.
- E. Point of Information: The concept of “Professional Development Matrix” was presented at the Tampa national conference. Adapted from the CAS professional standards. This matrix will be applied to the regional conference.
- F. SueAnn Strom was recognized for her service to Region 4-West; she will be moving to the University of Utah.
- G. Eric Grospitch presented the Golden Shoe Award to Chris Linder.

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Ruth Stoner, Region IV-West Historian, prepared these minutes. A copy of these minutes and all handouts distributed before and during the meeting are filed in the Historian file. Corrections, deletions and additions to these minutes should be sent to her at:

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